



ILAPSC

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**Illinois Association of Problem-Solving Courts
Minutes for the November 7 & 8, 2019
Retreat for the Board of Directors**

Thursday, November 7, 2019 – 12:00 p.m.

- I. Welcome, Introductions, Lunch
 - Judge Holmgren called the meeting to order at 12:45pm.
 - Role call and introductions:
 - Judge Janet Holmgren – President
 - Judge Mark Shaner
 - Anthony Foster
 - Darrell Hite
 - Edward Zapala
 - Michael Roman
 - Michelle O’Brien
 - Alicia Osborne
 - Baron Heintz
 - Chantelle Leachman
 - Bernadine McFarland
 - Judge Carmen Aguilar
 - Hugh Brady
 - James Lane
 - Lori Roper
 - Jason Sterwerf
 - Also present was Matt Kindler
 - Edward Zapala notified the Board that he needs to resign from the Board due to staffing changes at his place of employment. This will be his last meeting with the Board.
- Michelle O’Brien discussed that the Administrative Office of the Illinois Courts has received a 3-year grant starting in January in which the National Center for State Courts will be establishing a database for problem-solving courts as well as standardized trainings. Some ILAPSC Board members may be contacted to become train the trainers.
- The National Center for State Courts is starting a national initiative in which they are having regional summits. Chief Justice Burk, AOIC Director Marcia Meis, State

Problem-Solving Court Coordinator Kelly Gallivan-Illaraza, someone from DHS, Craig Stollings and Joan Lodge from Rosecrance, Judge Sullivan from Cook County, and Justice Zenoff attended the Midwest regional meeting from Illinois. It is a learning and planning summit for the state to move things forward for people with mental health issues involved in the courts.

II. Conference – Matt Kindler

- The graduate panel was sent their evaluation reviews, including unedited comments, which caused great distress from at least one of the graduates. Matt Kindler apologized to the Board on behalf of himself and Mary Lee for the graduates having received that negative feedback. Alicia Osborne suggested that the Board send a letter to the graduates thanking them for participating in the conference.
- Michelle O'Brien also suggested that Matt Kindler and Mary Lee reach out to all of the graduates to apologize for the comments.
- There was discussion about the evaluations overall and how the conference was received overall by attendees.
- There was a discussion held about different ways to present graduates going forward, including limiting the session to one or two graduates giving a longer story about their lives and time on a problem-solving court.
- 2019 Conference Review
 - Matt Kindler discussed the conference summary from this year's conference.
 - After all income and expenses were accounted for, the conference netted \$57,458.66, approximately \$7,500 over what was budgeted.
 - Rosecrance double registered approximately 8-9 employees and are now asking for a refund for all attendees who they double paid for. A discussion was held as to the best way to address this as Matt Kindler had notified Rosecrance of the duplicate registrations in August and was told that they were intentional. Matt Kindler will compose a reply email pointing out the original invoice detailing duplicate payment as well as his emails with Heather Shull-Swanson noting the duplicate registrations. Judge Holmgren will review the letter before it is sent. Based on the response from Rosecrance, the Board will decide how to proceed via email communication.
 - Matt Kindler discussed issues that came up registering for SAM to allow VA employee registration to be paid for.
- 2020 Conference Plans
 - Alicia Osborne suggested having different tracks to help people who have been to the conference for years to find training that is more along their level
 - The timing of the conference was discussed. The hotel is booked from 8am Wednesday to 5pm Friday.
 - We are able to expand the ballroom to 800 capacity if we want to, but would have to rearrange breakouts. The Hyatt across the street offers a

larger conference room that could be used for breakouts. Capacity is either 120 for full room, or 70/30 for a split room. Cost is \$500 for full day or \$350 for half day.

- There were approximately 6-12 people who had expressed interest in attending the conference who did not attend due to the conference being sold out. A discussion was held regarding whether it is beneficial to expand capacity to accommodate so few people. We will not expand the ballroom this year and see how attendance is.
- Judge Aguilar suggested having the networking reception during lunch on Thursday
- Michelle O'Brien suggested having a comedian during the Wednesday reception
- Alicia Osborne advocated for having client material presented at the conference – songs, art, song lyrics, etc. This could be presented during networking events, between sessions, etc. A discussion was held about somehow presenting overdose statistics or awareness of some sort during the conference. Hugh Brady suggested having a school jazz band perform during a networking event or before or after sessions. Alicia Osborne suggested each board member take responsibility for getting something – art, music, etc. for the conference. This task will be taken on by a committee or committee members. There will be a form developed and online registration for submissions for presenters.
- Michelle O'Brien suggested having a request for proposals for presentations to include time slot options
- Michelle O'Brien suggested the conference start 1:00pm on Wednesday after lunch through 2:00pm on Friday. Maybe having Thursday be 9-4. There needs to be thought put in about how we are promoting the event – time away to network, learn new things, and build team. Breakouts around 1 hour, large session 1.5-2 hours, general session to start the day on Wednesday, start the day on Thursday, begin Thursday after lunch, and start the day Friday
- Suggested time of conference is from 1-5pm (maybe 6pm) on Wednesday, 8-5pm (or 9-4pm) on Thursday with a 1-hour lunch, and 8-2/2:30pm on Friday with a 1-hour lunch. We need to have a 30-minute breaks when airwalls need to be pulled, and 15-20-minute breaks for other times.
- We need to rent the Normal Theater on Wednesday to accommodate a longer conference.
- We need to look into cost of projecting video of speaker projected on screen so attendees in the back during the general sessions can see the speaker clearly.
- A suggestion was made to assign seating at tables to break up teams and promote networking – by color or label or number – find a speaker to present based on assigned seating (team building, networking, etc.)

- A suggestion was made to have no seating in the back of the auditorium, spread tables to the back of the room.
 - We need signage for rooms E-G
 - A suggestion was made to use the Fell rooms for individual team training with Kelly Gallivan-Illaraza or other trainers.
- Conference Cost
 - We are out of padfolios. It would cost \$5,365 for 1,200 more, which would last approximately two years. Michelle O'Brien proposed not reordering and looking for another item to give to attendees. The Board agreed that there is no need to reorder the padfolios.
- Speaker Recommendations
 - Dr. Kenneth Robinson
 - National Council for Behavioral Health
 - Shannon Carry – NADCP for plenary
 - Dr. David Mee-Lee – NADCP - how to track treatment progress in ASAM, “Words Matter”
 - Dr. Cary Heck – Marijuana
 - Helen Harberts - NADCP
- Topic Recommendations
 - Staff burnout and compassion
 - Grief training for staff and to work with clients
 - Legalized marijuana
 - Drug recognition expert
 - Team member's perspective on problem-solving courts
 - Veteran dorms/units in prisons
 - Specialized issues surrounding justice involved veterans
 - Medication-Assisted Treatment
 - Different options
 - Risks/Benefits
 - PSC Standards for MAT
 - Treatment vs. Probation and difficulties working together
 - Funding for PSC resources
 - Privacy and confidentiality in PSCs
 - Legal Action Center
 - Housing discrimination
 - Expungement
 - State Appellate Defender
- Networking Events
 - Suggestions for networking event entertainment included a comedian, band, circus, or something entertaining. Maybe in exchange for a small number of students attending for free. This needs to be a future discussion with the board.
- Additional Recommendations

- Add Amtrack schedule to registration
- III. Dinner – 6:00 p.m.

Friday, November 8, 2019 – 8:30 a.m.

- I. Breakfast
- II. Secretary's Report – Darrell Hite
 - a. Approval of Minutes
 - i. August 29, 2019 Minutes – Michael Roman noted change in minutes noting the end of the treasurer's report stated the secretary's report was approved, that needs to be changed to treasurer's report was approved. Michael Roman motioned to approve the amended minutes, Judge Shaner seconded the motion. The motion was approved unanimously.
 - ii. October 3, 2019 Minutes – There was no discussion. James Lane motioned to approve the minutes; Alicia Osborne seconded the motion. The minutes were approved unanimously.
 - b. Updated List of Board Members
 - i. A list of Board Member contact information was sent around for updating and Matt Kindler will make necessary changes to the records and the website.
- III. Treasurer's Report – Michael Roman
 - a. Revenue and expenses
 - a. Michael Roman reported that the total revenue for the year is \$178,244.36, total expenses are \$126,427.29 for a net income of \$51,817.07. We are waiting on approximately \$5,600 in attendee registration fees.
 - b. Taxes have been filed with the Benning Group.
 - b. Financial Controls and Audit
 - a. Two internal audits have been completed thus far, with the most recent in 2018. The Board had previously agreed to every third year to complete an internal audit. External audits were explored, there were three options, and they were very pricy. Michael Roman will forward the specific information to the executive committee to discuss which process would be best to meet the Board's needs. The range of prices from \$1,500-\$10,000 depending on the level of audit. Hugh Brady asked if they will charge more if the auditors have to look back to financial information from the beginning of the association. Agenda Item for next year's retreat will be an external audit
 - c. Second Signer for Checks
 - a. The bank requires that all signers who want to be on an account have to come together in person to complete the process. Michael Roman will travel to Rockford at some point before year's end to complete this process with Judge Holmgren.
- IV. Committee Reports
 - a. Conference – Matt Kindler

- i. Conference 2020 Proposal
 1. Matt Kindler presented his and Mary Lee's proposal to run the 2020 conference. Baron Heintz motioned to approve Matt's proposal, Hugh Brady seconded. Michelle O'Brien asked for discussion and to table the motion for a closed session. After discussion, she withdrew the request. The motion carried by voice vote.
 2. Judge Holmgren motioned to approve Mary's proposal, Baron Heintz seconded the motion. The motioned carried by voice vote.
- ii. Continuation Plan
 1. Michelle O'Brien discussed the need for a continuation plan for the conference in the event that Matt Kindler or Mary Lee were ever unable or unwilling to continue managing the conference. A discussion was held about who might fill that role and what the Board might need to pay that person. Matt Kindler will put together a list of expectations for new person and how they will learn what they need to learn for the conference, along with potential expectations for year 2 and 3. The training for this person will be done by both Mary Lee and Matt Kindler.
 2. Judge Holmgren motioned to pay up to \$10,000 for a contract trainee. Michelle O'Brien amended the motion to allow the Executive Committee to approve up to \$15,000 depending on the person's needs. Baron Heintz questioned the process to approve the person. Darrell Hite seconded the amended motion. The motion carried with Baron opposed.
- iii. Board Members Conference Costs
 1. Darrell Hite proposed that the Board should cover the costs of all conference attendance fees for Board members. Michelle O'Brien noted the clause in the bylaws that board members cannot personally benefit from the actions of the board. A discussion was held that the agencies that board members work for pay for a number of the board members to attend the conference. After discussion, Darrell suggested the conference registration fee be waived for board members, but not hotel or other fees. Further discussion was held about who gets reimbursed or otherwise paid to attend the conference. It was noted that anyone can apply for hardship to attend the conference, and that includes Board members if they are in need.
- iv. Other Discussion
 1. Alicia Osborne questioned if there was a benefit to giving a group registration discount for problem-solving court teams or treatment providers who register a number of people for the conference. Matt Kindler brought up the logistical issues that may come from that.

Judge Shaner suggested holding this conversation for the next time the board decides to raise conference registration rate.

- b. Technology – Jason Sterwerf
 - 1. Website Discussion Board
 - a. No one has commented on the discussion board in the year that it has been active. There are a number of Russian bots who are trying to become members to post spam to the board. Matt Kindler questioned if it was beneficial to keep the boards up or not. Michelle O’Brien noted that there are national discussion boards on other web sites that seem to be beneficial. A discussion was held, and the discussion board will be disabled until next conference.
- b. Government – Hugh Brady
 - i. Hugh Brady passed out a print-out of mental health and substance abuse bills that have proposed or passed in the past year, with the bill number, description, sponsor, and status. He specifically called out HB1551, HB2152, HB2154, HB2160, HB2247, HB2259, HB2767, SB1321, SB1715, SB1744, SB2085, and SJRCA1.
 - ii. Jason Sterwerf added that Live4Lali, who presented at the conference, was a huge part of SB1828, which allows for legal needle exchange for IV drug users to obtain clean needles.
- c. Public Awareness – Alicia Osborne
 - i. T-Shirts were ordered for the conference. Alicia Osborne reached out to someone at the Illinois State University Circus regarding possibly having them perform at the conference. She is going to get more information to provide at a future meeting. A letter was drafted this past year that went out to coordinators requesting client statistics and other information, there wasn’t a lot of information given.
- d. Executive – Janet Holmgren
 - i. No Executive Committee update at this time.
- e. AOIC Update
 - i. Judge Holmgren presented updates to the standards. Revisions to the standards include: Appendix M – notice of substantive change in team (Judge, coordinator) needs to be sent to AOIC; Appendix N – Recertification Application. Time for compliance for existing courts has been mortified to remove the 6-month timeframe and give discretion to AOIC. Before beginning, all courts need to be certified. Before recertification, application needs to be submitted 90 days prior. Definition of Case Management Plan and Clinical Treatment Plan were created to align with probation and treatment standards in existence. Added into Standard 6.2 – all problem-solving court members must attend court hearings. Modification to existing release form to make clear what information can and cannot be disclosed, Standard 7.4d gives a specific list of confidential information that team members need to keep in a confidential file, that cannot be used in any other proceedings, and the

prosecutor must destroy confidential information once a person declines to join a problem-solving court or graduates from a problem-solving court. Standards were made consistent across all problem-solving courts. Language was clarified regarding sanctions and what is a “fair hearing,” the word “fair” is taken out. Section 8.4 added that if someone is incarcerated waiting for treatment bed, the judge must minimize the amount of time incarcerated by holding more frequent staffings and hearings.

f. Nominating Committee

1. Type of Board Members Needed (Discipline, Geographic, Number)

- ii. We no longer have a State’s Attorney represented on the Board. We also need VA presence, law enforcement, and a consumer. We also need to look at expanding representation to more Southern Illinois.
- iii. Matt Kindler questioned what it means to “be involved in a problem-solving court” for purposes of being on the board. There are current and past board members who have felt like they need to resign because they are no longer directly involved in a problem-solving court team. Anthony Foster suggested anyone willing to pay membership dues and further the mission of problem-solving courts should be eligible to be a board member. Judge Holmgren reviewed the bylaws which do not specifically state that board members need to be actively and directly involved in a problem-solving court.

V. Election of Officers

- a. A discussion was held regarding the officers, their duties, and who is currently serving. The current President, Secretary, and Treasurer have expressed interest in continuing their service on the board. A discussion was held regarding the Vice President’s position. The current Vice President has had some personal issues that have prevented her from participating in the board or fulfilling the duties of the Vice President. Judge Shaner expressed interest in filling the Vice President role.
- b. A discussion was held about the legal ethics of a judge advocating for the ILAPSC board and possible issues that may arise. A judge cannot advocate for anything that would enhance their budget.
- c. Jason Sterwerf questioned if the board can fill a vacancy, which they can until the next general election.
- d. Matt Kindler questioned if there were any other members who wanted to fill any other roles. No other board members wanted to fill any roles.
- e. Baron Heintz motioned to have the current positions filled, as they currently stand, replacing Judge Sanders with Judge Shaner for the Vice President position. Hugh Brady seconded the motion. Motion passed by unanimous voice vote.
- f. A discussion was held regarding board members who have not been able to participate in a number of board meetings regarding whether they can stay on the board or not. Michelle O’Brien and Judge Holmgren will personally reach out to those members.

VI. Strategic Planning

- a. Committee Assignments
 - i. Committee assignments will remain as currently assigned. Judge Aguilar will join the public awareness committee.
- VII. FY 20 Meeting Dates
 - a. January 28
 - b. April 28
 - c. July 28
 - d. September 8
 - e. October 15 – Conference
 - f. November 19-20 ILAPSC Board Retreat
- VIII. Old Business
 - a. No old business
- IX. New Business
 - a. No new business
- X. Adjourn
 - a. Meeting was adjourned at 12:17pm on November 8.